

Responsible Office: NASA Headquarters Office of Space Science (OSS) [Code S]
NASA Management Office (Code SJ)

11/16/1999

Subject: JPL Direct Task Order Award



**NASA Headquarters
Office of Space Science (OSS)**

Office Work Instruction

JPL Direct Task Order Award

Approved by: (Original signed by Dr. Earle K. Huckins) Date: (11/16/1999)

Dr. Earle K. Huckins

Deputy Associate Administrator for Space Science

Office Work Instruction (OWI)

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DOCUMENT HISTORY LOG

STATUS (BASELINE/ REVISION/ CANCELED)	DOCUMENT REVISION	EFFECTIVE DATE	DESCRIPTION
Baseline		11/16/1999	• Initial "baseline" version of the OWI.

CHECK THE MASTER LIST AT <http://hqiso9000.hq.nasa.gov>
TO VERIFY THAT THIS IS THE CORRECT VERSION BEFORE USE

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1. PURPOSE The purpose of this Office Work Instruction (OWI) is to define the process by which the Office of Space Science (OSS) awards direct Task Orders (TO's) under the NASA/Caltech prime contract for operation of the Jet Propulsion Laboratory (JPL).

2. SCOPE AND APPLICABILITY

2.1 This OWI covers award of direct TO's under the NASA/Caltech prime contract. Individual TO's are used to authorize JPL to furnish scientific and technical support to NASA. Issuance of these TO's is a primary responsibility of the Contracts Management Section (CMS) of the NASA Management Office (NMO) for JPL.

2.2 This OWI describes the process from initial identification of a requirement for JPL services or supplies through implementation of a corresponding direct TO or TO amendment contractually authorizing performance of the work.

3. DEFINITIONS

3.1 Contracts Management Office (CMO). The JPL business organization responsible for evaluating and verifying that planned JPL work for NASA invokes a special competency and is otherwise compliant with the terms and conditions of the NASA/Caltech prime contract.

3.2 Direct Task Order. A TO authorizing JPL work in support of NASA programs or missions.

3.3 Federally Funded Research and Development Center (FFRDC). A designation permitted where critical Government research and development needs cannot be met as effectively through existing Government resources or normal contractor relationships, necessary to facilitate accomplishment of NASA mission-essential functions.

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- 3.4 Headquarters Accounting Division (HAD). The NASA Headquarters division responsible for certifying funds availability prior to the NMO's obligating them against the NASA/Caltech prime contract for JPL performance of effort for NASA.
- 3.5 Jet Propulsion Laboratory (JPL). NASA's only FFRDC. It conducts solar-system exploration.
- 3.6 NASA Form 506A. A resource authority warrant issued by the cognizant Program Analyst of a NASA program. It is used under the NASA/Caltech prime contract as a funding document once allotment is assured and the funds are certified and committed by HAD.
- 3.7 NASA Management Office (NMO). The local NASA contracting authority for matters pertaining to operation of the Jet Propulsion Laboratory.
- 3.8 Task Order (TO). A contractual document issued by the NMO Contracting Officer to provide specific authorization or direction and obligate funding for JPL to perform work within the scope of the NASA/Caltech prime contract for a specific JPL task. Each TO contains a separate Statement of Work describing the effort to be performed or the services or supplies to be furnished, JPL special competency, an estimated dollar value, and a specified period of performance. A TO obligating initial funding is referred to as the "basic" version. TO's are amended where necessary to obligate additional funding increments or to incorporate JPL-initiated and NMO Contracting Officer-approved administrative actions such as period-of-performance extensions or modifications to contractual terms and conditions.

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4. REFERENCES

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| 4.1 | ANSI/ISO/ASQC Q9001-1994 | American National Standard, Quality Systems --
Model for Quality Assurance in Design,
Development, Production, Installation, and
Servicing |
| 4.2 | HCP1280-2 | Corrective and Preventive Action |
| 4.3 | HCP1280-3 | Internal Quality Audits |
| 4.4 | HCP1400-1 | Document and Data Control |
| 4.5 | HCP3410-4 | Employee Training |
| 4.6 | HQPC1150.1 | NASA Headquarters Quality Council Policy
Charter |
| 4.7 | HQSM1200-1 | NASA Headquarters Quality System Manual |
| 4.8 | NAS7-1407 | NASA/Caltech Prime Contract |
| 4.9 | NHB 1101.3 | NASA Organization Handbook |
| 4.10 | NPD 1000.1 | NASA Strategic Plan |
| 4.11 | NPD 8730.3 | NASA Quality Management System Policy (ISO
9000) |
| 4.12 | NPG 1000.2 | NASA Strategic Management Handbook |
| 4.13 | NPG 1441.1 | NASA Records Retention Schedules (NRRS) |

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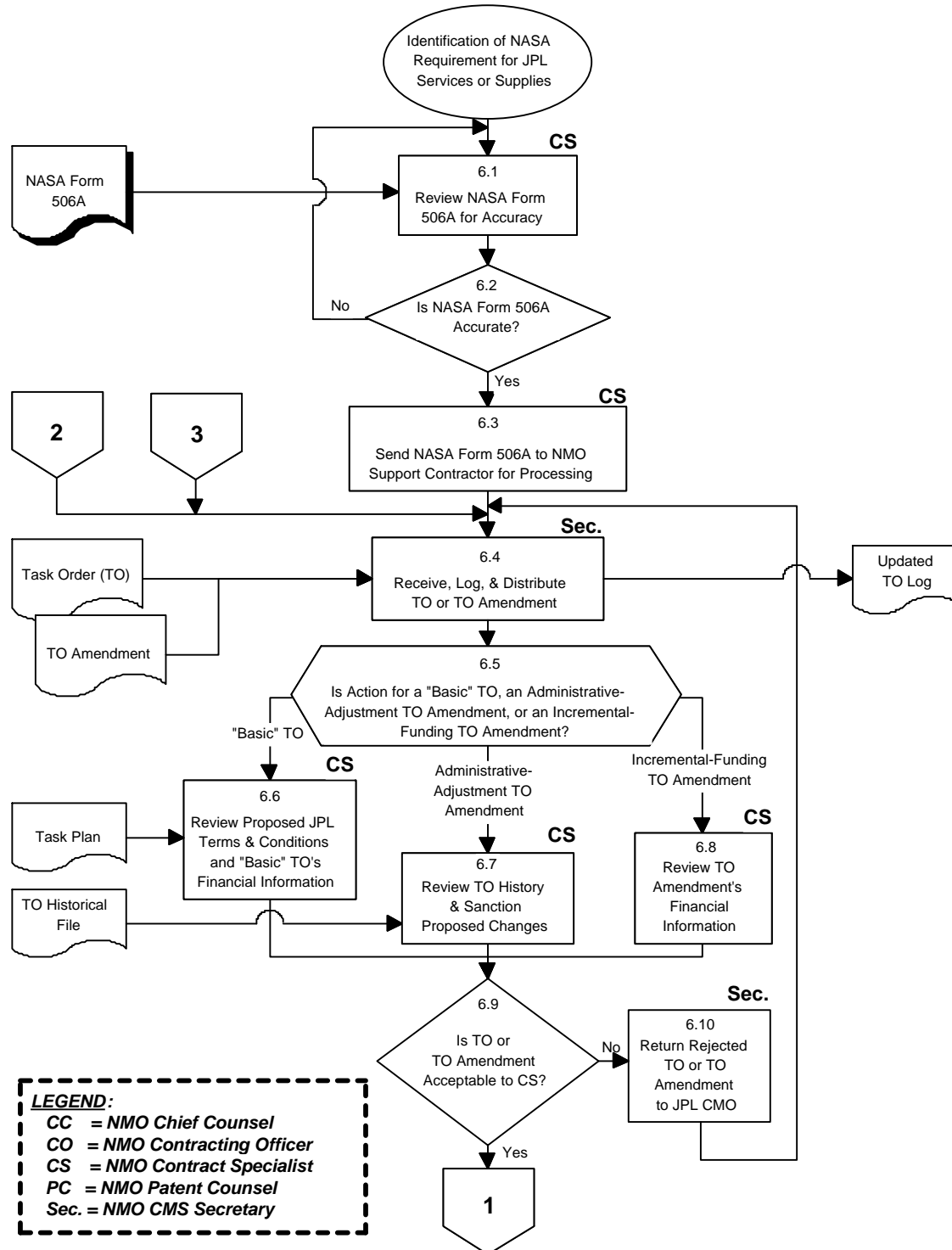
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5. FLOWCHART

[NOTE #1: "Quality records" are identified via shadowing of their ANSI symbols.]

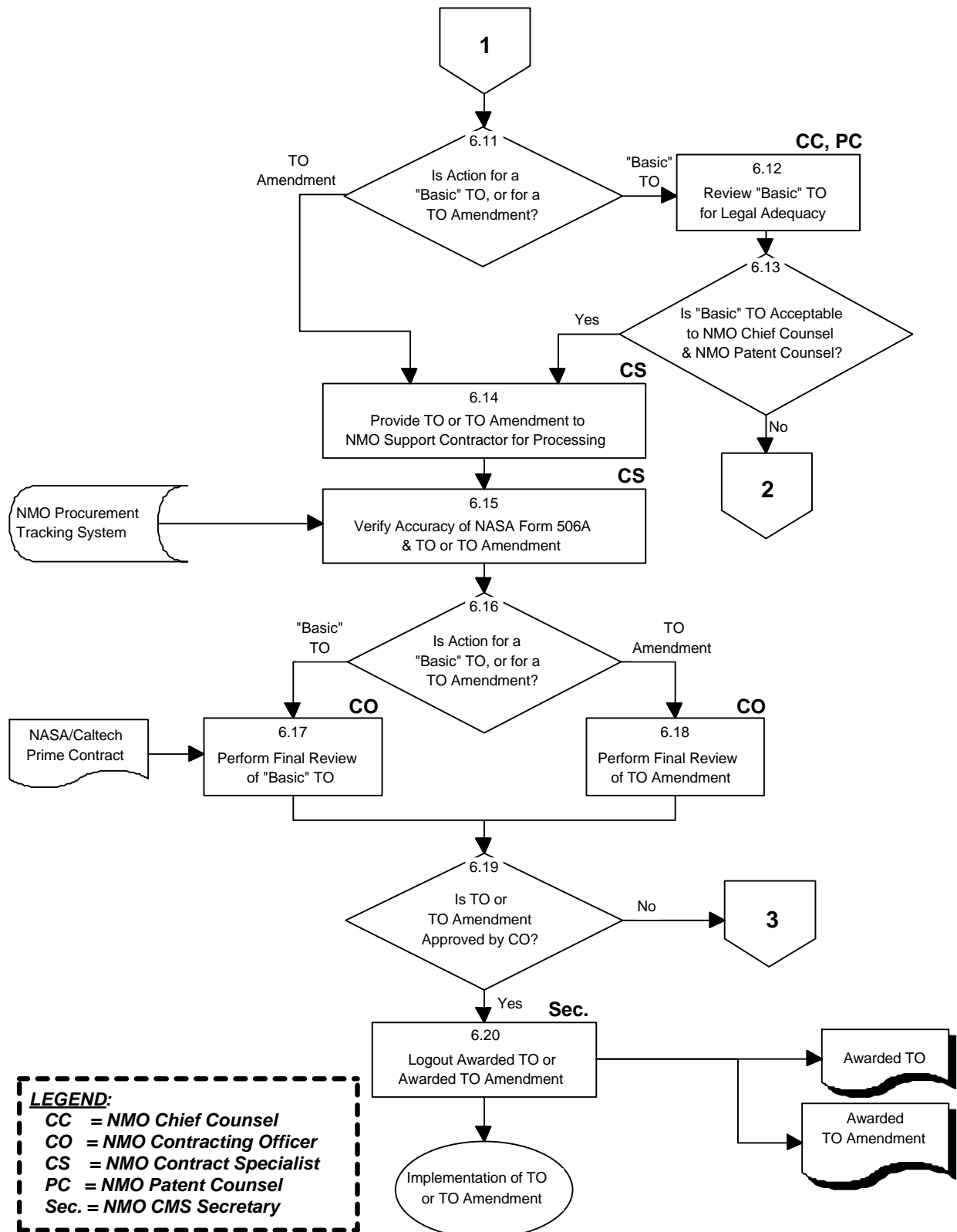
[NOTE #2: Process steps are numbered in accordance with their corresponding paragraph numbers in Section 6.]



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6. PROCEDURE

<u>STEP #</u>	<u>ACTION OFFICERS</u>	<u>DESCRIPTION</u>
		<i>[This process commences when NASA determines that it wants to authorize JPL to perform work in support of a NASA mission. The cognizant NASA finance office releases resource authority to HAD. HAD then generates a NASA Form 506A authorizing funding for JPL work to be performed and faxes the document to the NMO.]</i>
6.1	NMO Contract Specialist	Review the NASA Form 506A for accuracy.
6.2		If the NASA Form 506A is determined to be accurate, proceed to Step #6.3. If the NASA Form 506A is inaccurate, return to submission of a revised NASA Form 506A by HAD prior to Step #6.1.
6.3	NMO Contract Specialist	Send the NASA Form 506A to the NMO Support Contractor for processing. <i>[The NMO Support Contractor files the original fax in a NASA organization file and provides two copies to the NMO Contract Specialist.]</i> Place a copy of the NASA Form 506A in the JPL Contracts Management Office (CMO) outbox. <i>[The NMO Support Contractor enters the NASA Form 506A into the NMO procurement tracking system.]</i>
6.4	NMO CMS Secretary	Receive the TO or TO amendment from the JPL Contract Administrator, log the TO or TO amendment into the NMO Task Order Log, and distribute the TO or TO amendment to the cognizant NMO Contract Specialist.
6.5		If the action is to process an initial "basic" TO, proceed to Step #6.6. If the action is to process a TO amendment addressing period-of-performance increases, terms-and-conditions changes, and other administrative adjustments to an existing TO, proceed to Step #6.7. If the action is to process a TO amendment involving incremental funding for an existing TO, proceed to Step #6.8.

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| 6.6 NMO Contract Specialist | If the action involves processing an initial “basic” TO, review the proposed JPL terms and conditions contained in the Task Plan. <i>[The JPL-provided Task Plan should incorporate all of the requirements found in Section G-6 “Task Order Procedure” of the NASA/Caltech prime contract and must have been approved by the cognizant NASA Technical Specialist.]</i> Review the “basic” TO financial information and verify that the funding has been placed on the correct TO. |
| 6.7 NMO Contract Specialist | If the action involves period-of-performance increases, terms-and-conditions changes, and other administrative adjustments to an existing TO, examine the corresponding TO file to review the history of the TO and ensure that the changes that are being made via the amendment are in the best interest of NASA. (The level of review depends upon the magnitude of the change being made.) |
| 6.8 NMO Contract Specialist | If the action involves incremental funding for an existing TO, review the TO amendment’s financial information and verify that the funding has been placed on the correct TO. |
| 6.9 | If the TO or TO amendment is not acceptable to the NMO Contract Specialist (e.g., if it contains incorrect financial data), proceed to Step #6.10. If the TO or TO amendment is acceptable to the NMO Contract Specialist, proceed to Step #6.11. |
| 6.10 NMO CMS Secretary | Logout the rejected TO or TO amendment and place it in the JPL CMO “out box” for correction by the JPL CMO and subsequent resubmission at Step #6.4. |
| 6.11 | If the item being processed is a “basic” TO, proceed to Step #6.12. If the item being processed is a TO amendment, proceed to Step #6.14. |
| 6.12 NMO Chief Counsel
NMO Patent Counsel | Review the “basic” TO (provided by the NMO Contract Specialist) for legal adequacy. |

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- 6.13 If the “basic” TO is acceptable to the NMO Legal and Patent Counsel, proceed to Step #6.14. If the “basic” TO is not acceptable to the NMO Legal and Patent Counsel, it is revised by the JPL Contract Administrator and is resubmitted at Step #6.4.
- 6.14 NMO Contract Specialist Provide the TO or TO amendment to the NMO Support Contractor for processing.
- 6.15 NMO Contract Specialist Receive the “ready-for-signature” TO or TO amendment from the NMO Support Contractor, query the TO or TO amendment and the associated NASA Form 506A in the NMO procurement tracking system to ensure their accuracy, and place the TO or TO amendment in the signature box of the cognizant NMO Contracting Officer.
- 6.16 If the action involves a “basic” TO, proceed to Step #6.17. If the action involves a TO amendment, proceed to Step #6.18.
- 6.17 NMO Contracting Officer Review the “basic” TO for accuracy, verify that the appropriate terms and conditions have been incorporated, ensure that the Statement of Work is within the scope of the NASA/Caltech prime contract, verify that the financial information is correct and falls within the estimated cost of the TO, and sign the TO if it is acceptable.
- 6.18 NMO Contracting Officer Conduct a final contractual review of the TO amendment and sign it if it is acceptable.
- 6.19 If the TO or TO amendment is awarded (i.e., signed by the NMO Contracting Officer), proceed to Step #6.20. If the TO or TO amendment is not awarded, it is revised by the JPL Contract Administrator and is resubmitted at Step #6.4.

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6.20 NMO CMS
Secretary

Logout the original awarded TO or TO amendment and provide it to the NMO Support Contractor for processing.
[The NMO Support Contractor faxes the TO or TO amendment to HAD for obligation into the NASA accounting system, files the original TO or TO amendment in the NMO TO files, and places a duplicate original copy of the TO or TO amendment in the NMO's Caltech "out box" for pickup by the CMO courier.]

[This process ends when a new TO or TO amendment has been awarded and begins to be implemented.]

7. QUALITY RECORDS

RECORD IDENTIFICATION	OWNER	LOCATION	MEDIA: ELECTRONIC OR HARDCOPY	NPG 1441.1 SCHEDULE NUMBER AND ITEM NUMBER	RETENTION/ DISPOSITION
NASA Form 506A's	NMO Contract Specialist	NMO CMS files	Hardcopy	Schedule 5, Item 23	Destroy after completion or cancellation of Program.
Task Orders (Original copies)	NMO Contract Specialist	NMO CMS files	Hardcopy	Schedule 5, Item 23	Destroy after completion or cancellation of Program.
Task Order Amendments (Original copies)	NMO Contract Specialist	NMO CMS files	Hardcopy	Schedule 5, Item 23	Destroy after completion or cancellation of Program.

[NOTE #1: These "quality records" are identified in Section 5 ("Flowchart") of this OWI via shadowing of their ANSI symbols.]

[NOTE #2: In accordance with NPG 1441.1 NASA Records Retention Schedules, "... installations' office of primary responsibility will maintain one official record copy ...; reference copies may be maintained for related work". Therefore, the "Retention" and "Disposition" aspects of quality records apply only to the one official record copy of each quality record.]